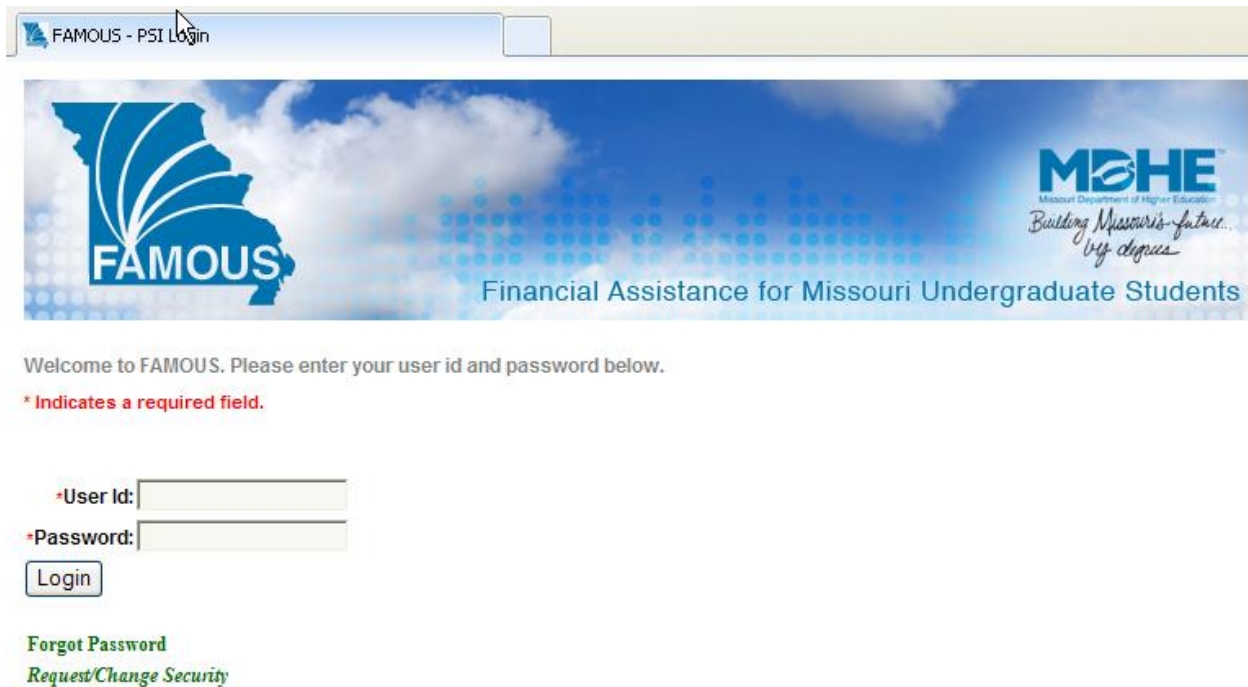


1. Login to FAMOUS.



Welcome to FAMOUS. Please enter your user id and password below.

* Indicates a required field.

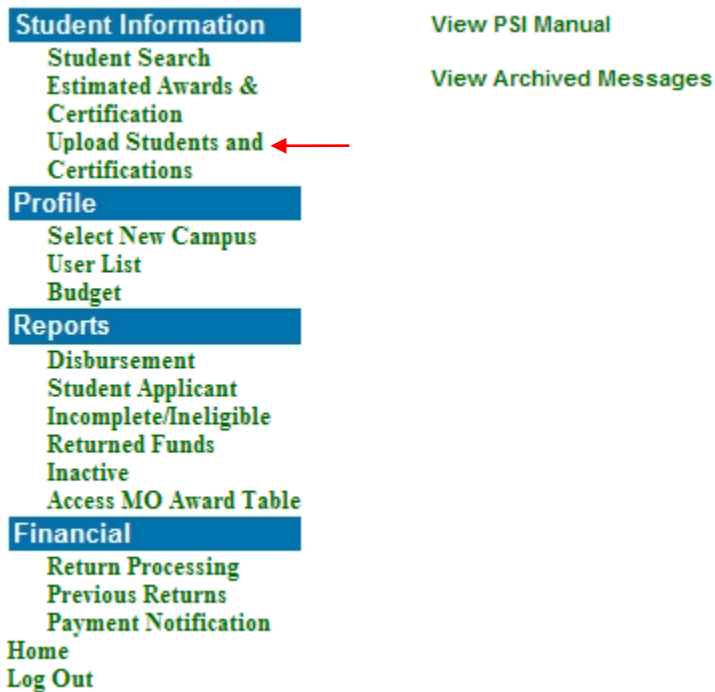
*User Id:

*Password:

Login

[Forgot Password](#)
[Request/Change Security](#)

2. Select Upload Students and Certifications from the Student Information group of links in the menu at the left-hand side of the page.



Student Information

- [Student Search](#)
- [Estimated Awards & Certification](#)
- [Upload Students and Certifications](#)

Profile

- [Select New Campus](#)
- [User List](#)
- [Budget](#)

Reports

- [Disbursement](#)
- [Student Applicant](#)
- [Incomplete/Ineligible](#)
- [Returned Funds](#)
- [Inactive](#)
- [Access MO Award Table](#)

Financial

- [Return Processing](#)
- [Previous Returns](#)
- [Payment Notification](#)

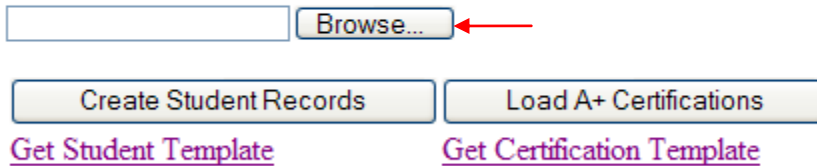
[Home](#)
[Log Out](#)

[View PSI Manual](#)
[View Archived Messages](#)

- Click the Browse button and browse to the location where the file is saved.

LOAD A+ STUDENTS

Click the 'Browse' button to locate the file. Then click 'Create Student Records' button to add new students or click the 'Load A+ Certifications' button to load A+ certification information.

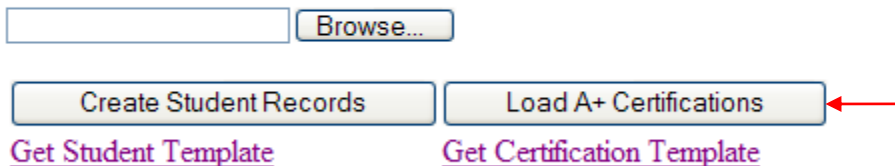


[Get Student Template](#) [Get Certification Template](#)

- Click the Load A+ Certifications button.

LOAD A+ STUDENTS

Click the 'Browse' button to locate the file. Then click 'Create Student Records' button to add new students or click the 'Load A+ Certifications' button to load A+ certification information.



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- A message will appear at the top of the page indicating the number of records successfully processed out of the total number of records submitted. If all records are successful, the numbers will match. If there were errors, the number of successful records will be less than the total number of records and the message will direct you to the error file. Click the Export Errors button to download the error file.

NOTE: The Export Errors button only appears when errors exist. If all records were successfully uploaded, the Export Errors button will not display.

Certification upload complete, 6 of 7 records successful. See error file.

LOAD A+ STUDENTS

Click the 'Browse' button to locate the file. Then click 'Create Student Records' button to add new students or click the 'Load A+ Certifications' button to load A+ certification information.



[Get Student Template](#) [Get Certification Template](#)